

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-400

For: State and County Offices

**Processing Batch Apple Market Loss Assistance
Program (AMLAP) Payments Using APSS Software**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Background

The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act for FY 2001, Section 811 authorized \$100 million of Commodity Credit Corporation funds to be paid to apple producers.

Notice PS-391 provided instructions for recording AMLAP applications in APSS using software in County Release No. 456.

Notice PS-395 provided additional information for processing AMLAP applications.

APSS software contained in:

- County Release No. 460 allowed for processing AMLAP batch payments
- County Release No. 461-S modifies the AMLAP payment software provided in County Release No. 460 by increasing the payment rate length to 7 places to the right of the decimal point

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Disposal Date

December 1, 2001

Distribution

State Offices; State Offices relay to County
Offices

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1 Overview (Continued)

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Background (Continued)

- County Release No. 461-S provides the AMLAP payment rate table with the AMLAP payment rate, \$ **0.0176845** per pound.

Important: Because the AMLAP payment rate is being provided in County Release No. 461-S, the rate will not be broadcast to County Offices. Therefore, after County Offices successfully install County Releases No. 460, 461, and 461-S, in that order, AMLAP batch payment can be processed through APSS.

Before running the AMLAP batch payment process according to this notice, County Offices are advised to review important information in:

- subparagraph 2 A about **assignments**
 - subparagraph 2 B and paragraph 5 about **refused payments**
 - subparagraph 3 B about AMLAP program **statistics and payment rate**
 - subparagraphs 6 A, B, C, and E about **pre-payment summary reports**.
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B

Purpose

This notice provides APSS instructions for:

- processing payments to AMLAP applicants in a batch process using a predetermined AMLAP payment rate
 - cancelling AMLAP payments
 - recording AMLAP overpayments and underpayments
 - printing stored AMLAP Payment Statements during the batch process
 - issuing canceled or failed AMLAP payments
 - flagging refused AMLAP payments for applications that were recorded in APSS with multiple producers.
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2 Basic AMLAP Information

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Basic Facts

Basic AMLAP program information is as follows:

- all eligible apple producers under AMLAP will be paid according to the announced payment rate of **\$0.0176845** in a batch payment process
- total funds available for AMLAP program payments are **\$95 million**
- eligible apple producers can receive a direct payment limited to **1,600,000 pounds** on apple production for either calendar year 1998 or 1999
- payments are **not** subject to assignment without a waiver, or setoff.

Note: If a producer files an assignment, the County Office shall request a waiver for assignment by contacting **Danielle Cooke** at 202-720-1919 **before** running the batch payment process for instructions on issuing the payment to the assignee.

B

Program Codes and Refused Payments

The automated accounting codes for AMLAP disbursements, collections, and assignments, when applicable, are:

- “98AMLAP” for payments based on 1998 calendar year production
- “99AMLAP” for payments based on 1999 calendar year production.

For AMLAP applications that were recorded in APSS with **multiple** producers, individual producers can be flagged for “refused” AMLAP payments **before** the batch payment process is initiated. See paragraph 5.

3 AMLAP Payment Rate Table

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AMLAP Payments

The AMLAP batch payment process will:

- use system-stored AMLAP application production data to calculate the AMLAP batch payment amount
- issue the AMLAP payment using an announced payment rate and limit payment to **1,600,000 lbs** as applicable

Example: If the stored pounds of AMLAP production data are:

- **greater than** 1,600,000 lbs, then AMLAP payment calculation is: **1,600,000 lbs** (times) Payment Rate = AMLAP Payment
 - **less than** 1,600,000 lbs, then AMLAP payment calculation is: **Actual** lbs (times) Payment Rate = AMLAP Payment.
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B

AMLAP Payment Rate and Program Statistics

AMLAP statistics are as follows:

- number of counties transmitted: 3,043
 - number of counties with AMLAP applications: 705
 - number of AMLAP applications: 7,523
 - allowable production in pounds: 5,371,925,014
 - calculated payment rate: **\$0.0176845**
 - payment amount at the calculated rate: \$94,999,807.91.
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4 Getting Started with AMLAP Processing

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Accessing

AMLAP

Processing Menu

County Offices shall access AMLAP Processing Menu PDA000 according to the following table.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">• ENTER “13”, “Price Support”• PRESS “Enter”.	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none">• ENTER “10”, “Perform Special Functions”• PRESS “Enter”.	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none">• ENTER “7”, “Perform Apple Marketing Loss Assistance (AMLAP) Processing Functions”• PRESS “Enter”.	AMLAP Processing Menu PDA000 will be displayed.

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4 Getting Started with AMLAP Processing (Continued)

B

Menu PDA000

The following is an example of AMLAP Menu PDA000.

COMMAND	PDA000
APPLE MARKETING LOSS ASSISTANCE PAYMENT - PROCESSING MENU	

1. Entering and Storing AMLAP Application Data	
2. Delete a AMLAP Application Before Upload	
3. Issuing AMLAP Payments	
4. Canceling AMLAP Payables	
5. Recording AMLAP Overpayment/Underpayments	
6. Print Stored AMLAP Application Summary	
7. Print Stored AMLAP Payment Statement Data	
8. Issue Cancelled/Failed AMLAP Payments	
9. Flag Refused AMLAP Payments	
21. Return To Application Selection Menu	
22. Return to Office Selection Menu	
23. Return to Primary Selection Menu	
24. Sign Off	
Enter option and press the "Enter" key	
Cmd3=Previous Menu	

Installing County Release No. 460 activates option:

- "3" to issue AMLAP batch payments, according to paragraph 6
 - "4" to cancel AMLAP payables, according to paragraph 7
 - "5" to record AMLAP overpayments and underpayments according to paragraphs 8, 9, 10, and 11
 - "7" to print stored AMLAP payment statement data, according to paragraph 13
 - "8" to issue cancelled or failed AMLAP payments, according to paragraph 12
 - "9" to flag refused AMLAP payments, according to paragraph 5.
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5 Flagging Individuals for Refused Payment for the AMLAP Batch Payment Process

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Flagging Refused Payments

For AMLAP applications that were recorded in APSS with **multiple** producers, **refused** payments **must** be flagged according to this paragraph **before** the AMLAP batch payment process is initiated according to paragraph 6.

Note: All payments on a single application cannot be flagged refused, at least one person must be paid.

AMLAP applications can be flagged for **refused** payment for 1 or more multiple producers. To flag a refused payment on AMLAP Menu PDA000, do the following:

- ENTER “9”, “Flag Refused AMLAP Payments”
- PRESS “Enter”.

The following sequence will occur:

- self-explanatory Screens PDA03500, PDA04000, and PDA03010 will be displayed, in that order, and allow the user to identify the AMLAP application number and the contract producer for which a **refused** payment is to be flagged
- Screen PDA90000 will be displayed:
 - listing multiple producers on the selected application
 - allowing the user to ENTER "Y" or "N" after name of producer.

After entries are completed on Screen PDA90000, PRESS “Enter”:

- flagged payments will be refused when payments are processed in the batch
 - AMLAP Processing Menu PDA000 will be redisplayed.
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6 Processing AMLAP Batch Payments

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Initiating Batch Payment Processing

To initiate the AMLAP batch payment process, on AMLAP Menu PDA000:

- ENTER “3”, “Issuing AMLAP Payments”
- PRESS “Enter”.

Note: After users PRESS “Enter”, system processing could take several minutes advancing.

Screen PDA32000 will be displayed and allow for processing these AMLAP functions:

- printing pre-payment summary reports that County Offices are advised to run
- issuing payments in batches
- issuing payments with setoff
- issuing payments with assignments.

Note: The payment process reads the flags set in the Name and Address file for assignments and setoff. This results in some payments being included in the setoff batch or assignment batch. Since AMLAP payments are not subject to assignments without a waiver or setoff, these payments will be issued to the producer.

The following is an example of Screen PDA32000 that will be displayed in the AMLAP batch payment process.

AMLAP PAYMENTS	017-L@GRANT	PDA32000
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AA02 05-17-01 9:02	Term Y2

Apple Market Loss Assistance Payment Process for Payment Year 2001

Do you wish to print the AMLAP Pre-Payment Summary Report? (Y or N) ..

Do you wish to issue AMLAP Payments as a batch process? (Y or N) 20 ..

Do you wish to issue AMLAP Payments with Setoff? (Y or N) 20 ..

Do you wish to issue AMLAP Payments with Assignments? (Y or N) 20 ..

Caution: To flag refused payments return to Menu PDA000 and take Option 9

Press "Enter" To Continue Cmd7=End Of Job

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6 Processing AMLAP Batch Payments (Continued)

B

Entries on

Process AMLAP batch payments according to the following table.

Screen

PDA32000

IF the question is...	THEN...
Do you wish to print AMLAP Pre-Payment Summary Report ? Note: County Offices shall run this process.	ENTER: <ul style="list-style-type: none">• “Y” to print the Pre-Payment Summary Report• “N” not to print the Pre-Payment Summary Report.
Do you wish to issue AMLAP Payments as a batch process ?	ENTER: <ul style="list-style-type: none">• “Y” to process:<ul style="list-style-type: none">• 1 payment to applicable operation (entity) ID #• 1 payment to each “multiple producer” ID #• 1 AMLAP Payment Statement for each payment• “N” not to issue AMLAP payments.
Do you wish to issue AMLAP Payments with Setoff?	ENTER: <ul style="list-style-type: none">• “Y” to process:<ul style="list-style-type: none">• 1 payment to applicable operation (entity) ID #• 1 payment to each “multiple producer” ID #• 1 AMLAP Payment Statement for each payment• “N” not to issue AMLAP payments.
Do you wish to issue AMLAP Payments with Assignments?	ENTER: <ul style="list-style-type: none">• “Y” to process:<ul style="list-style-type: none">• 1 payment to applicable operation (entity) ID #• 1 payment to each “multiple producer” ID #• 1 AMLAP Payment Statement for each payment• “N” not to issue AMLAP payments.

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6 Processing AMLAP Batch Payments (Continued)

C

AMLAP Batch Payment Sequence

Based on the selections made according to subparagraph A, AMLAP:

- Pre-Payment Summary Report shall:
 - allow users to **review calculations before** batch payments are issued
 - list all payments on 1 document
 - batch payments and Payment Statements shall be processed automatically:
 - as CCC-184's and electronic funds transfers (EFT's), as applicable
 - except when producers are flagged for refused payments.
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D

Formula for AMLAP Batch Payments

For all AMLAP payment recipients, the batch payment process:

- uses the rate in paragraph 3 to calculate AMLAP payment
 - limits step 1 calculations to 1,600,000 pounds, as applicable
 - allocates the result to the payment shares, as applicable.
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E

Processing Pre-Payment Summary Reports

Print an AMLAP Pre-payment Summary Report according to the following table.

Step	Action	Result
1	On Screen PDA32000, <ul style="list-style-type: none">• ENTER "Y" to the question, "Do you wish to print AMLAP Pre-Payment Summary Report"• PRESS "Enter".	Screen PDA07500 will be displayed with the default printer and number of copies.
2	On Screen PDA07500: <ul style="list-style-type: none">• change defaults, if desired• PRESS "Enter".	The Pre-Payment Summary Report will print. Menu PDA000 will be displayed.

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6 Processing AMLAP Batch Payments (Continued)

F

AMLAP Batch Payment Statements

When users elect to issue AMLAP batch payments according to subparagraph A, the following sequence will occur:

- informational Screen PDE00005 will be displayed with the following message, “payments are processing”
- Screen PDA07500 will be displayed and allow the user to enter:
 - printer ID to be used to print AMLAP Payment Statements
 - number of copies of each Payment Statement to print.

After entries have been completed on Screen PDA07500, PRESS “Enter”. Screen PCE99910 will be displayed as shown in the following example.

077-MARTINDALE	PCE99910
AMLAP Payment Statement	Version: AB55 01-01-00 14:10 Term C5
<p>PY2001 AMLAP # MULTI</p> <p>APPLE MARKET LOSS ASSISTANCE (AMLAP)</p> <p>AMLAP PAYMENT STATEMENT should now be printing on P.1.</p> <p>Do you want to reprint this form? (Y or N) . .</p> <p>Press “Enter” To Continue</p>	

The AMLAP batch payment process, as applicable, will:

- issue 1 payment to the applicable operation ID number
- issue 1 payment to each “multiple producer” ID number
- print 1 AMLAP Payment Statement for each **application**.

When the batch payment process is completed, Menu PDA000 will be redisplayed.

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7 Canceling AMLAP Payables

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Canceling AMLAP Payables

To cancel AMLAP producer payables **that have been issued** for an AMLAP application, on Menu PDA000:

- ENTER “4”, “Canceling AMLAP Payables”
- PRESS “Enter”, and Screen PDA03500 will be displayed.

Cancel payables according to the following table.

Step	Action	Result
1	On Screen PDA03500: <ul style="list-style-type: none">• enter the “AMLAP Number” of the application to be canceled• PRESS “Enter”.	Screen PDA04000 will be displayed.
2	On Screen PDA04000: <ul style="list-style-type: none">• select the desired producer “Seq Num”• PRESS “Enter”.	Screen PDA03010 will be displayed.
3	On Screen PDA03010: <ul style="list-style-type: none">• ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”• PRESS “Enter”.	<p>If the answer is:</p> <ul style="list-style-type: none">• “Y”, Screen PDA40000 will be displayed with the original application’s:<ul style="list-style-type: none">• payment year• payment date• payment amount <p>Note: The message, “This process will cancel ALL payments (CCC-184 and EFT) issued to ALL producers on this AMLAP application.”, will be displayed.</p> <ul style="list-style-type: none">• “N”, Screen PDA03500 will be redisplayed. Go back to step 1.
4	On Screen PDA40000: <ul style="list-style-type: none">• ENTER, as applicable, “Y” or “N” to the question, “Do you wish to cancel this AMLAP Application’s Payments?”• PRESS “Enter”.	<p>If “Y” is entered, processing will continue as determined by Accounting according to the status and method of payment. After Accounting finishes processing, Menu PDA000 will be displayed.</p> <p>If “N” is entered, Menu PDA000 will be displayed.</p>

8 Recording AMLAP Overpayments/Underpayments

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Processing Routine Corrections

After AMLAP payments have been issued, County Offices can:

- change a quantity of allowable apple production
- change a producer's shares
- change any name and/or ID
- add or delete producers.

These corrections can result in an overpayment or underpayment.

County Offices shall correct AMLAP:

- producer **shares** according to paragraph 9
- **production**, which when:
 - **decreased** creates a receivable, according to paragraph 10
 - **increased** results in additional disbursement, according to paragraph 11.

Important: County Offices **must** thoroughly document changes and obtain a password from PSD for each additional disbursement issued for increased production. See subparagraph 11 A, step 7.

9 Changing AMLAP Payment Shares

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Changing AMLAP Shares

To change AMLAP **shares** for payments that have been issued **and not canceled**, ENTER “5”, “Recording AMLAP Overpayments/Underpayments”, and PRESS “Enter” on Menu PDA000. Screen PDA03500 will be displayed.

Follow this table to **change AMLAP shares**.

Step	Action	Result
1	On Screen PDA03500: <ul style="list-style-type: none"> enter the “AMLAP Number” of the application for which the shares are to be changed PRESS “Enter”. 	Screen PDA04000 will be displayed.
2	On Screen PDA04000: <ul style="list-style-type: none"> select the desired producer “Seq Num” PRESS “Enter”. 	Screen PDA03010 will be displayed.
3	On Screen PDA03010: <ul style="list-style-type: none"> ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?” PRESS “Enter”. 	<p>If the answer is:</p> <ul style="list-style-type: none"> “Y”, Screen PDA01000 will be displayed and will show the payment year “N”, Screen PDA03500 will be redisplayed; go back to step 1.
4	On Screen PDA01000: <ul style="list-style-type: none"> if the application already has multiple producers, this question will be defaulted to “Y”; PRESS “Enter” to add or delete producers if no multiple producers exist on this application, ENTER “Y” to the question, “Does this AMLAP Application have multiple Producers?”, to add producers. 	<p>Screen PDA02000 will be displayed.</p> <ul style="list-style-type: none"> To add a producer, enter the last name or ID number for the producer. To delete an existing producer, ENTER “Y” to the question, “Delete producer?”. To keep an existing producer on the application, ENTER “N” to the question, “Delete producer?”. If there are other producers, answer “Y” to the question, “Are there additional producers?”. The next producer will be displayed. <p>After adding and/or deleting producers, Screen PDA02500 will be displayed.</p>

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9 Changing AMLAP Payment Shares (Continued)

**A
Changing
AMLAP Shares
(Continued)**

Step	Action	Result
5	On Screen PDA02500, as applicable: <ul style="list-style-type: none"> enter revised percentage for existing producers enter applicable percentages for new producers PRESS "Enter". 	Screen PDA51000 will be displayed with the application's: <ul style="list-style-type: none"> calendar year of production production in whole pounds maximum allowable quantity if the actual production is greater than 1,600,000 lbs.
6	On Screen PDA51000, PRESS "Enter".	Screen PDA51005 will be displayed with: <ul style="list-style-type: none"> the original application's payment summary, including: <ul style="list-style-type: none"> Allowable Production in "lbs." Payment Rate Payment Amount the statement, "Press "Enter" to modify this AMLAP application."
7	On Screen PDA51005, PRESS "Enter".	Screen PDA07500 will be displayed with the statement, "AMLAP procedure to print forms and reports has started", and will allow the user to enter: <ul style="list-style-type: none"> printer ID to be used number of copies to print.

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9 Changing AMLAP Payment Shares (Continued)

A Changing AMLAP Shares (Continued)

Step	Action	Result
8	On Screen PDA07500, PRESS "Enter" to continue.	<ul style="list-style-type: none"> • AMLAP Payment Statement will be printed. • Screen PCE99910 will be displayed and will allow for reprinting payment statements.
9	On Screen PCE99910: <ul style="list-style-type: none"> • if payment statements print successfully, ENTER "N" • PRESS "Enter". 	Screen ANK55020 will be displayed with a message to alert the user that the changes made result in receivables and/or additional disbursements. The following message will also be displayed, "Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."
10	On Screen ANK55020, PRESS "Enter" to continue.	Accounting process will continue to: <ul style="list-style-type: none"> • create receivables for overpayments • issue additional disbursements for underpayments.

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10 Decreasing AMLAP Payment Production and Creating Receivable

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**Decreasing
AMLAP
Production**

To **decrease** AMLAP production for payments that have been issued, ENTER “5”, “Recording AMLAP-III Overpayments/Underpayments”, and PRESS “Enter” on Menu PDA000. Screen PDA03500 will be displayed.

Follow this table to decrease AMLAP production and **create receivable**.

Step	Action	Result
1	On Screen PDA03500: <ul style="list-style-type: none"> enter the “AMLAP Number” of the application for which the production is to be decreased PRESS “Enter”. 	Screen PDA04000 will be displayed.
2	On Screen PDA04000: <ul style="list-style-type: none"> select the desired producer “Seq Num” PRESS “Enter”. 	Screen PDA03010 will be displayed.
3	On Screen PDA03010: <ul style="list-style-type: none"> ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?” PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> “Y”, Screen PDA01000 will be displayed and will show the payment year “N”, Screen PDA03500 will be redisplayed; go back to step 1.
4	On Screen PDA01000: <ul style="list-style-type: none"> ENTER, as applicable, “Y” or “N” to the question, “Does this AMLAP Application have multiple Producers?” PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> “N”, Screen PDA51000 will be displayed “Y”, Screen PDA02000 will be displayed for the first multiple producer. ENTER “N” to the questions “Delete producer?” and “Are there additional producers?”. <p>Screen PDA02500 will be displayed with producer’s shares.</p>
5	On Screen PDA02500, PRESS “Enter”.	Screen PDA51000 will be displayed with the application’s: <ul style="list-style-type: none"> calendar year of production production in whole pounds maximum allowable quantity if the actual production was greater than 1,600,000 lbs.

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10 Decreasing AMLAP Payment Production and Creating Receivable (Continued)

A Decreasing AMLAP Production (Continued)

Step	Action	Result
6	On Screen PDA51000: <ul style="list-style-type: none">enter the revised total production quantity in whole poundsPRESS "Enter".	Screen PDA51005 will be displayed with the revised total production's payment summary, including: <ul style="list-style-type: none">Modified Allowable ProductionPayment RateRecalculated Payment Amount.
7	On Screen PDA51005, PRESS "Enter".	Screen PDA07500 will be displayed with the statement, "AMLAP procedure to print forms and reports has started", and will allow the user to enter: <ul style="list-style-type: none">printer ID to be usednumber of copies to print.
8	On Screen PDA07500, PRESS "Enter" to continue.	<ul style="list-style-type: none">AMLAP Payment Statement will be printed.Screen PCE99910 will be displayed and will allow for reprinting payment statements.
9	On Screen PCE99910: <ul style="list-style-type: none">if payment statements print successfully, ENTER "N"PRESS "Enter".	Screen ANK55020 will be displayed with the following messages: <ul style="list-style-type: none">"You have requested a change resulting in an amount less than the original payment amount. A receivable is being established for the difference. Press ENTER to begin the Common Receivable System processing.""Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed".
10	On Screen ANK55020, PRESS "Enter".	Accounting process will continue to create receivables for overpayment.

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11 Increasing AMLAP Payment Production and Disbursing Additional Funds

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**Increasing
AMLAP
Production**

To **increase** AMLAP production for payments that have been issued, ENTER “5”, “Recording AMLAP Overpayments/Underpayments”, and PRESS “Enter” on Menu PDA000. Screen PDA03500 will be displayed. Follow this table to increase production and **disburse additional funds** for which a password will be needed according to step 7.

Step	Action	Result
1	On Screen PDA03500: <ul style="list-style-type: none"> enter the “AMLAP Number” of the application for which the production is to be increased PRESS “Enter”. 	Screen PDA04000 will be displayed.
2	On Screen PDA04000: <ul style="list-style-type: none"> select the desired producer “Seq Num” PRESS “Enter”. 	Screen PDA03010 will be displayed.
3	On Screen PDA03010: <ul style="list-style-type: none"> ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?” PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> “Y”, Screen PDA01000 will be displayed with the payment year “N”, Screen PDA03500 will be redisplayed; go back to step 1.
4	On Screen PDA01000: <ul style="list-style-type: none"> ENTER, as applicable, “Y” or “N” to the question, “Does this AMLAP Application have multiple Producers?” PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> “N”, Screen PDA51000 will be displayed “Y”, Screen PDA02000 will be displayed for the first multiple producer. ENTER “N” to the questions, “Delete producer?” and “Are there additional producers?”. <p>Screen PDA02500 will be displayed with producer’s shares.</p>
5	On Screen PDA02500, PRESS “Enter”.	Screen PDA51000 will be displayed with the application’s: <ul style="list-style-type: none"> calendar year of production production in whole pounds maximum allowable quantity if the actual production was greater than 1,600,000 lbs.

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11 Increasing AMLAP Payment Production and Disbursing Additional Funds (Continued)

A Increasing AMLAP Production (Continued)

Step	Action	Result
6	On Screen PDA510050: <ul style="list-style-type: none">enter the revised total production quantity in whole poundsPRESS “Enter”.	Screen PDA51005 will be displayed with the revised total production’s payment summary, including: <ul style="list-style-type: none">Modified Allowable ProductionPayment RateRecalculated Payment Amount.
7	On Screen PDA51005, PRESS “Enter”.	Screen PDA59000 will be displayed with the following message, "This correction to the AMLAP Application resulted in additional funds to the Producer(s). <i>This action requires approval from WDC in order to complete this process. Call 202-720-7901 and ask for George Stickels or Julie Law for password issuance.</i> "
8	On Screen PDA59000: <ul style="list-style-type: none">enter the approved passwordPRESS “Enter”	Screen PDA07500 will be displayed with the statement, “AMLAP procedure to print forms and reports has started”, and will allow the user to enter: <ul style="list-style-type: none">printer ID to be usednumber of copies to print.
9	On Screen PDA07500, PRESS “Enter” to continue.	<ul style="list-style-type: none">AMLAP Payment Statement will be printed.Screen PCE99910 will be displayed and will allow for reprinting payment statements.

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11 Increasing AMLAP Payment Production and Disbursing Additional Funds (Continued)

A Increasing AMLAP Production (Continued)

Step	Action	Result
10	On Screen PCE99910: <ul style="list-style-type: none">• if payment statements printed successfully, ENTER "N"• PRESS "Enter".	Screen ANK55020 will be displayed with the following messages: <ul style="list-style-type: none">• "You have requested a change resulting in an additional payment."• "Press ENTER to begin processing according to accounting flag settings."• "DO NOT CANCEL THIS JOB. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."
11	On Screen ANK55020, PRESS "Enter".	Accounting - Checkwriting procedure will begin to issue additional disbursements. Note: See 1-FI for Accounting - Checkwriting procedure.

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12 Issuing Cancelled/Failed AMLAP Payments

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Issuing Cancelled or Failed Payments After AMLAP payments have been issued, County Offices can:

- reissue payments that were cancelled
- process payments that were not issued during the batch process because of problems, such as eligibility.

Follow this table to issue cancelled or failed AMLAP payments.

Step	Action	Result
1	On Screen PDA03500: <ul style="list-style-type: none">• enter the “AMLAP Number” of the application for which the production is to be decreased• PRESS “Enter”.	Screen PDA04000 will be displayed.
2	On Screen PDA04000: <ul style="list-style-type: none">• select the desired producer “Seq Num”• PRESS “Enter”.	Screen PDA03010 will be displayed.
3	On Screen PDA03010: <ul style="list-style-type: none">• ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”• PRESS “Enter”.	If the answer is: <ul style="list-style-type: none">• “Y”, Screen PDA07500 will be displayed with the statement, “AMLAP procedure to print forms and reports has started”, and will allow the user to enter:<ul style="list-style-type: none">• printer ID to be used• number of copies to print.• “N”, Screen PDA03500 will be redisplayed; go back to step 1.
4	On Screen PDA07500, PRESS “Enter” to continue.	<ul style="list-style-type: none">• AMLAP Payment Statement will be printed.• Screen PCE99910 will be displayed and will allow for reprinting payment statements.
5	On Screen PCE99910: <ul style="list-style-type: none">• if payment statements printed successfully, ENTER “N”• PRESS “Enter”.	Accounting - Checkwriting procedure will begin to issue disbursements. Note: See 1-FI for Accounting - Checkwriting procedure.

13 Printing Stored AMLAP Payment Statements

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Stored Payment Statements

Any time **after** AMLAP payments have been issued, County Offices can print stored AMLAP Payment Statements for:

- all applications
- for a single application
- for a range of applications.

To print stored AMLAP Payment Statements, on Menu PDA000:

- ENTER “7”, “Print Stored AMLAP Payment Statement Data”
- PRESS “Enter”, and Screen PDA09000 will be displayed.

On Screen PDA09000:

- enter application numbers to be printed
- PRESS “Enter”, and Screen PDA07500 will be displayed.

On Screen PDA07500:

- enter the printer ID to be used
 - enter the number of copies requested
 - PRESS “Enter”, and Screen PCE99910 will be displayed, giving the user an opportunity to reprint the forms.
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